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SAMPLE LETTER

REPORT NOT ACCEPTED

NAME OF FACILITY

ADDRESS

DEAR ADMINISTRATOR:

After reviewing the attached allegation(s), a determination has been made that it does not constitute a report of abuse, neglect, or exploitation within the scope of KRS 209. At this time the Department will not be conducting an investigation. If you have additional information or new information becomes available please advise us so that the Department can consider this new information in making a decision.

Thank you for your assistance.

Sincerely,

Worker's Name

cc: Commissioner, Department for Mental Health/Mental Retardation

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